

Department of Agriculture
Wellness
Procedures
November 2006

PURPOSE:

To encourage employees to become more physically active and health conscious. Employees with more active life styles may enjoy increased cardiovascular health, weight loss, stress reduction and better overall health.

REWARDS:

As we begin this program, we will reward employees that complete 6 months of program requirements by granting one day of administrative leave. In May 2007 the managers will re-evaluate the program.

REQUIREMENTS:

To participate in the Wellness Program, you will:

- 1) Talk your supervisor about your interest in the Wellness Program and make sure your exercise program will not interfere with your normal workday activities.
- 2) Sign and submit **Waiver** form to Karen Everett.
- 3) Submit completed **Fitness Logs** to Karen. You may submit these via mail or e-mail on a monthly basis.
- 4) Conduct your Wellness Program workout during your free time or break or combined break. For instance, with your supervisor's permission, you may consolidate your two daily fifteen (15) minute break periods into one thirty (30) minute period between the hours of 9 a.m. and 4 p.m. Or with your supervisor's permission, you may consolidate your two 15-minute breaks with your lunch hour for an extended workout period.

Examples of qualifying exercises:

Walking Hiking Aerobic dance Swimming Bicycling Dancing Cross-country skiing Running Jogging Aquatic exercise Stair climbing Elliptical training Rowing Weight lifting Racquetball Yoga

- 5) Track your physical activity on the Fitness Log and turn in monthly to Karen.
- 6) Minimum requirements are that the employee completes 3 hours/week or 13 hours/month of physical exercise.

3 hrs a week or 13 hrs a month for six months

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1 day of ADMINISTRATIVE LEAVE